

TAMA COUNTY PUBLIC HEALTH & HOME CARE

POSITION DESCRIPTION

POSITION TITLE: Registered Nurse/Case Manager
REPORTS TO: CEO/Executive Director

GENERAL PURPOSE

Manages a caseload of assigned patients receiving home care services in accordance with Agency/Medicare policies and standards. Utilizes the nursing process to provide skilled nursing and other services to individual patients and families in the home setting. Appraises individual and family health needs and hazards—existing or potential. Consults with and refers families to appropriate personnel within the agency, school, or other community services. Supports the Agency mission and philosophy.

PRINCIPAL ACCOUNTABILITIES

1. Manages a caseload of assigned patients receiving home care services in accordance with accepted policies and standards.
 - Assists in making patient and personnel assignments under the Supervision of the Administrator.
 - Works with patients, families, and others from a variety of educational and socio-economical backgrounds
 - Coordinates various providers and community resources to help meet patient/family needs
 - Communicates with physicians and other care providers on an on-going basis
 - Assist CFO/Fiscal Administrator in working with third party payors to resolve care/payment issues.
2. Utilizes the nursing process to provide skilled nursing and other services to individual patients and families in the home setting.
 - Performs physical, psychosocial, and other assessment/evaluations, initially and on an on-going basis
 - Develops a patient centered plan of care for each patient with identified goals and interventions to meet client needs
 - Performs ordered venipunctures, infusion therapies, wound care, and other procedures according to accepted standards
 - Provides needed therapeutic nursing interventions
 - Provides patient, family, caregiver with education and instruction as needed and at a level appropriate to their needs
 - Supervises other caregivers in care provision
 - Revises plan of care as patient needs change, communicating changes as appropriate.
 - Performs diagnostic tests as authorized and interprets finding of tests to individuals or families. Obtains laboratory specimens when indicated. Gives preventive immunization or treatments.
 - Shares in procedures designed to prevent and control the spread of communicable diseases, and applies measures for prevention and control as required by local health regulations
 - Interprets local health regulations and emphasizes individual and group responsibility for the early reporting of any signs of communicable disease; secures prompt medical examination for individuals who are suspected of having, or are known to have, been exposed to communicable disease
 - Maintains accurate and timely documentation of clinical records, daysheets, etc.
 - Knowledge of and ability to apply public health nursing principles and practices
3. Supports the Agency mission and philosophy.
 - Acts as an advocate for patients to obtain needed health services
 - Promotes patient self-respect, self-care, and independence in care provision
 - Acts as a consultant/liaison within Agency and with the community in health education, planning, and other activities.
 - Contributes to the smooth operation, growth, and positive image of the Agency
 - Promotes own personal and professional growth through continuing education and upgrading of knowledge and skills
 - Supports research through survey participation or other activities

4. Other duties as assigned

QUALIFICATIONS

Education and Special Training

Current licensure as a Registered Nurse required. Bachelor of Science Degree in Nursing or Community Health Nursing preferred.

Related Experience

At least two (2) years of experience in an acute care or community health nursing setting.

Other

- CPR/BLS certified
- Proficiency in intravenous therapy
- Valid driver's license and automobile insurance
- Mandatory child/adult abuse reporter status current
- Able to work 24-hour/seven-day call in variety of home settings, able to adhere to on call expectations
- Able to work with individuals, groups, and general public
- Able to do basic data entry on computer
- Able to lift and transfer adult patients in the home setting up to 50 pounds
- Able to carry and use equipment necessary for patient care in the home setting
- Able to make appropriate nursing judgments independently

JOB REQUIREMENTS

This position may be assigned a specific mission to address in an emergency situation to assist in disaster response and recovery as part of Tama County Public Health & Home Care's Incident Command System. Situations of a critical nature may require an individual to perform multiple tasks until additional support can be obtained.

Physical and Cognitive Demands

This position requires full range of body motion to include handling and lifting of materials, manual and finger dexterity, and eye-hand coordination. Requires standing, walking, sitting, climbing steps, stooping, kneeling, crouching, and operating a motor vehicle on a regular basis within any given work day. Occasionally requires lifting and carrying of up to 50 pounds (this position is classified as medium work in the Dictionary of Occupational Titles). Requires corrected vision and hearing to normal range and ability to communicate clearly in English. Requires operation of a motor vehicle before, during, and after adverse weather conditions have occurred.

Work Environment

Office and home setting of patients. Home environments of some patients may be of marginal to substandard living conditions.

Knowledge, Skills and Abilities

Recognizes the value of data management in the efficient administration of the Agency. Knowledge of modern office, data management practices and procedures, and financial systems helpful. Skill in the use of a computer/I-PAD. Skill in working with common business equipment and machines. Ability to follow verbal and written instructions. Ability to communicate effectively verbally and in writing. Ability to establish and maintain working relationships with peers, other agencies, and the public. Ability to maintain confidentiality with regard to all Agency communications and operations.

Note: Additional conditions of employment may apply to the position per Agency policy.

ANNUAL EVALUATIONS

On an annual basis or as deemed necessary, each employee is entitled to a performance evaluation. Employee performance of job duties will be the main focus of this evaluation. Input from colleagues may be requested on performance issues. Evaluations are considered a time for employee input and personal growth.

Date of Origin: 12/92

Dates of Revision: 10/98, 4/99, 6/04;12/16;2/18; 1/23

Review/Approval Dates: 04/02